

~~CONFIDENTIAL~~

MEMORANDUM FOR: Chief, WH Division

SUBJECT : Delinquent Accounts - [REDACTED]

25X1A9a

1. Subject presently has outstanding advances totaling \$5,188.46. Of this amount, \$3,338.53 is in a delinquent status. A memorandum from your division on 3 December 1962 indicated that accountings were on hand and would be submitted to the Finance Division by 31 December 1962. As of this date, no accountings have been received.

2. Since repeated efforts have failed to produce accountings, and/or refunds, this account is being brought to your personal attention in an effort to obtain the necessary documentation needed to clear this account. It would be appreciated if you would advise the Finance Division by 1 March 1963 as to when settlement of this account may be expected.

3. In the event that accountings cannot be submitted to liquidate this delinquent account, your concurrence in effecting collection of this amount by payroll deductions is requested. Your concurrence on a copy of this memorandum returned to the Finance Division will provide the necessary documentation needed.

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[REDACTED]  
Chief, Finance Division

PAYROLL DEDUCTIONS AUTHORIZED

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Chief, WH

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